

31 October 1961

MEMORANDUM FOR: Acting Director of Security

SUBJECT : Inventory and Analysis of Alien
Affairs Staff Files

*Noted RL
2 Nov 61*

1. In view of your heavy workload, the attachment is transmitted not for your review but simply for information by means of the following summary.

2. The Records Officer has completed the first formal review of files of an office component. He has conducted an inventory and analysis of the Alien Affairs Staff files and has made six recommendations (Tab C), five of which have been accepted completely by the Chief, Alien Affairs Staff and one of which was partially accepted.

3. The review appears to have been worthwhile and productive.


Executive Officer

Attachment

25X1

SECRET

Office Memorandum • UNITED STATES GOVERNMENTFile: OS - Co file
DATE: 6 Nov 61

TO :

FROM :

SUBJECT:

Conclusion of Survey.

Here for your info. only is the general acceptance of my Survey by AAS - (I sent you a copy last month.)

Also, ~~is~~ the comment by my boss to his boss.

I felt you would be interested because this involves all phases of Records Management and was successful.